6.2.1 CADDIS User Pre-requisites

Prior to user training, Regional Centers should validate that their end-users meet the following basic requirements before attending CADDIS User Training that is provided by the Certified CADDIS Trainers. DDS should forward these pre-requisites to the Training Coordinators at each Regional Center so they can prepare their staff for CADDIS User Training.

- Have a general understanding of the purpose and capabilities of CADDIS based on communications from DDS and Regional Center staff prior to the deployment of CADDIS User Training.

- Have an overall understanding of how Regional Centers administer the DDS programs and policies as they relate to his/her functional area.

- Have an understanding of Regional Center and office specific business processes and procedures.

- Be knowledgeable and experienced in their job duties.

- Successful completion of the DDS CDER and Early Start Training for Service Coordinators.

- Have general PC literacy skills including an adequate level of experience and general comfort using computers in a Microsoft Windows and Internet Explorer 5.5 environment. The minimum PC literacy standards should include:

  o The ability to use and manipulate a mouse including double-clicking, pointing and clicking, pointing and dragging, and right-clicking.

  o The ability to resize pages and work with multiple pages.

  o The ability to open and close Windows, and navigate through text boxes.

  o A basic understanding of the keyboard and location of keys.

  o The ability to open and select values from drop-down menus and radio buttons.

  o The ability to use toolbars, menus and task bars.

  o A basic understanding of Internet terminology (i.e. URL, links).

  o A basic understanding of Internet navigation commands (i.e. launch Explorer) and icons including "Back," "Forward," "Stop," "Refresh," and "Search."